Weighted Average Paid Price Calculation School Year 2017-18 Paid Lunch Equity (PLE) Tool Step by Step Instructions

Important – Save the final 2017-18 PLE Tool Excel file to your computer. You will be required to upload this Excel file when you submit your Child Nutrition Online Contract. Be sure you and the person that completes the online contract have access to this file.

Use these instructions if you plan on increasing the weighted average paid lunch price to meet the requirement.

The weighted average price for School Year (SY) 2017-18 is \$2.86.

You will need the following information to calculate the Weighted Average Price for SY 2017-18:

- SY 2016-17 Unrounded Price Requirement from your SFA's 2016-17 PLE Tool, Report Tab (Section 1A)
- All paid lunch prices for October 2016
- Number of paid lunches served associated with each paid lunch price in October 2016

If you did not complete the PLE Tool for SY 2016-2017, you will need:

- All paid lunch prices for October 2010 and October 2016
- Number of paid lunches served associated with each paid lunch price for October 2010 and 2016

The 2017-18 Paid Lunch Equity (PLE) Tool is found at dpi.wi.gov/school-nutrition/national-school-lunch-program/financial

After opening the PLE Tool, save the Excel file to your computer.

Note: You will only be able to enter data into the peach cells. All other cells are protected.

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SFA NAME:

School Year (SY) 2017-18 Paid Lunch Equity (PLE) Tool Instructions

SFA NAME:

School Year (SY) 2017-18 Paid Lunch Equity (PLE) Tool Instructions Note: Users may want to print the instructions and use them to guide users through the PLE Tool.

The PLE Tool was created to help School Food Authorities (SFAs) calculate their paid lunch price increase requirement and/or non-Federal source contributions to meet the requirements in Se 205 of the Healthy, Hunger-Free Kids Act of 2010. If the pricing requirements calculated by the PLE Tool are not met or are exceeded, the PLE Tool will also calculate any amounts, including credits or deficits carried over into the next year. Note, the weighted average prices calculated in the PLE To are the weighted average of all student paid lunch prices charged in the SFA.

TIPS:

- 1) Have last year's PLE Tool available for reference
- 2) Were credits carried over from last year?
- 3) Is the current weighted average paid lunch price above the requirement?
- 4) Only the tab(s) relevant to the SFA's selection of method to meet PLE requirments need to be completed
- 5) The \$.10 cap does not mean that every SFA will raise the weighted average paid lunch price or contribute the equivalent in non-Federal funds. Depending on where the SFA is at in regards to meeting the PLE requirement, they may need to contribute less than \$.10 or may choose to contribute more than \$.10.

For more information on amounts carried over please refer to SP 39-2011

This version of the PLE Tool is only applicable to SY 2017-2018. A new version of the PLE Tool will be issued for SY 2018-2019

The SY 2017-18 PLE Tool consists of 8 tabs:

Hyperlinks are also placed throughout the tool to navigate to the different tabs. Only the tabs for the method selected to meet the PLE requirement have to be filled out.

Tab 1: Instructions

Tab 2: Annual Unrounded Requirement Finde

Tab 3: SY 2017-18 Price Calculator

Tab 4: SY 2017-18 Non-Federal Calculator

Tab 5: <u>SY 2017-18 Split Calculator</u> Tab 6: <u>SY 2017-18 REPORT</u>

Tab 7: SY 16-17 Price Calculator
Tab 8: SY 10-11 Price Calculator

Click Tab 2
"Annual
Unrounded
Requirement
Finder"

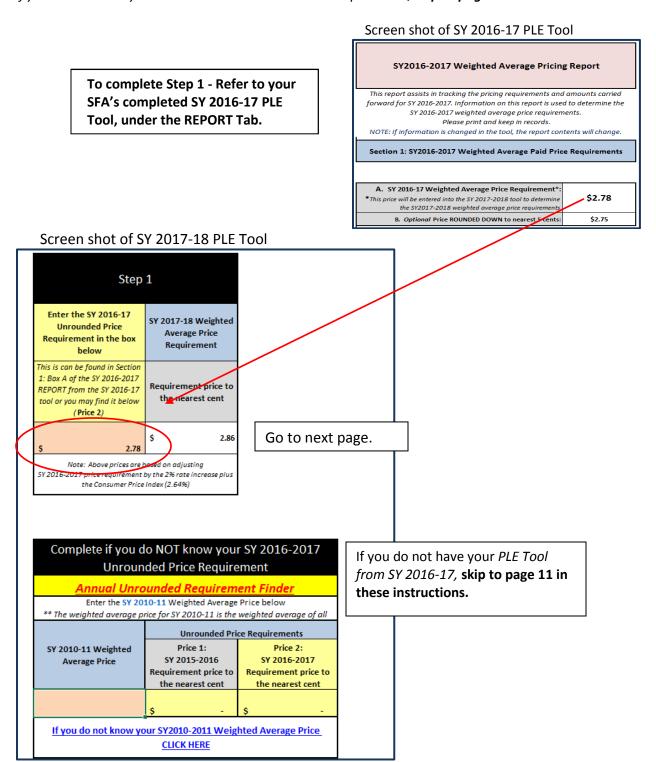
^{*}The tabs (SY 16-17 and SY 10-11 Price Calculators) are for use as needed

Annual Unrounded Requirement Finder Tab.

Enter Name of SFA in peach colored cell at top. **Note:** You can only enter data into the peach colored cells. All other boxes will auto-populate.

Enter the SY 2016-17 Unrounded Price Requirement in the peach box under Step 1. Refer to your SFA's SY 2016-2017 PLE Tool under the Report Tab (Section 1A).

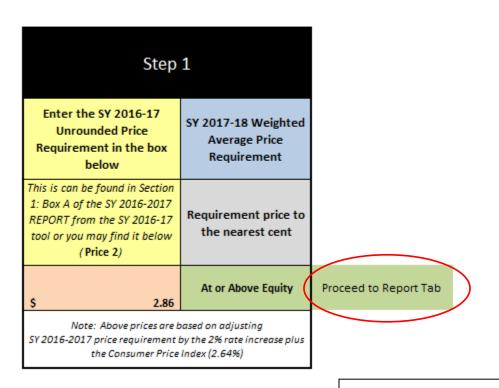
If you do not know your SY 2016-17 Unrounded Price Requirement, skip to page 11 in these instructions.



If the *SY 2016-17 Unrounded Price Requirement* is at or above the Paid Lunch Equity Price of \$2.86 for SY 2017-18, you will receive a notice in green that indicates that you are "At or Above Equity".

Go to page 10 of these instructions for further guidance on completing the *Report Tab*.

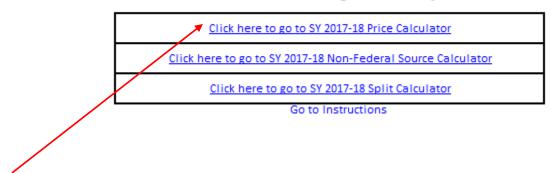
SFA NAME:	New School ABC
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Go to page 10 of these instructions.

Be sure you have completed Step 1 before proceeding, or the PLE tool will not calculate correctly.

Use the links below to go to the next step:

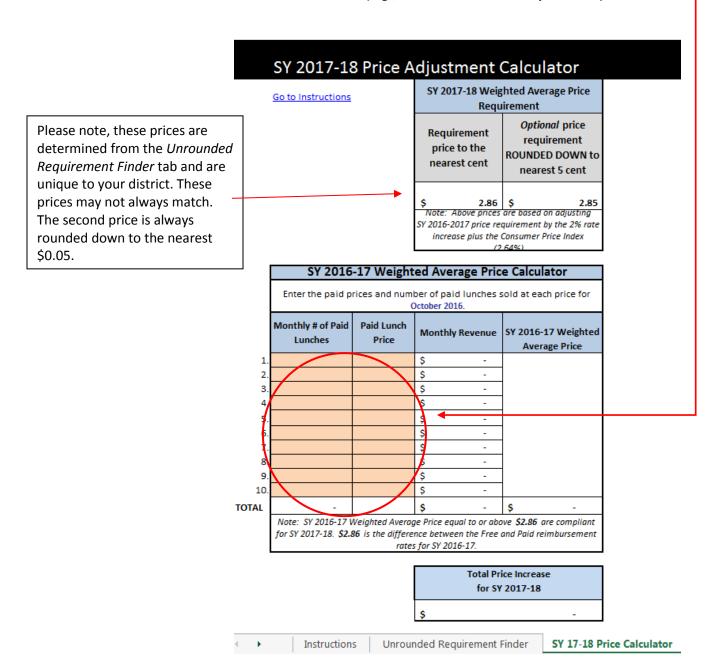


Once you have entered your *SY 2016-17 Unrounded Price Requirement*, select the *Click here to go to SY 2017-2018 Price Calculator* link further down on the same tab.

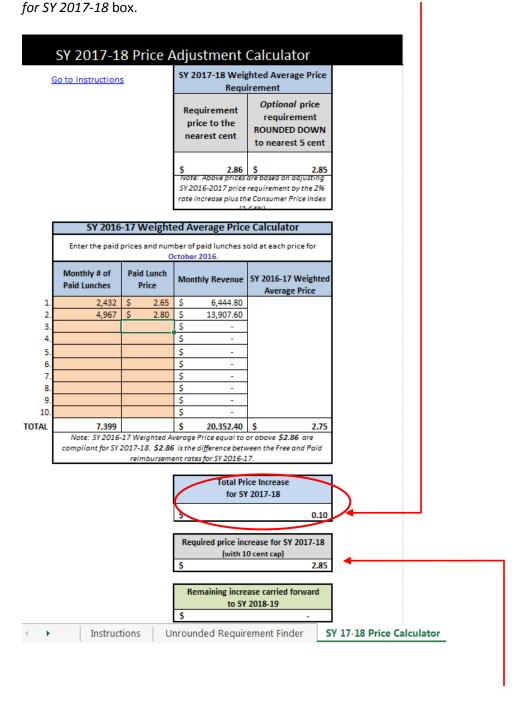
SY 2017-18 Price Calculator Tab

Enter in the October 2016 number of paid lunches served and claimed and the corresponding price(s) charged.

Note: Non-reimbursable meals should not be entered (e.g., adult meals, a la carte purchases).

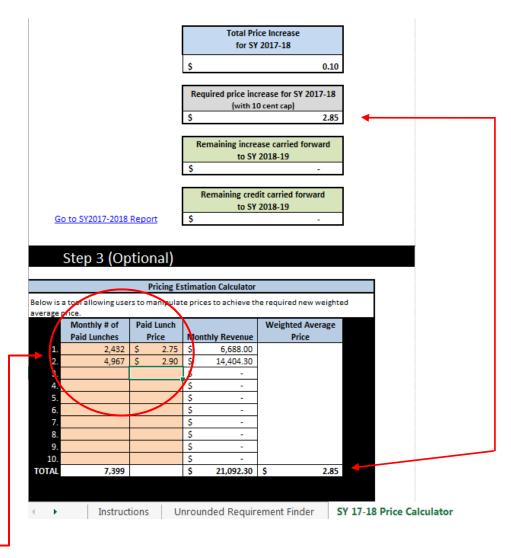


The total price increase for SY 2017-18 will be calculated and auto populate into the *Total Price Increase*



The Required price increase for SY 2017-18 (with 10 cent cap) box shows the required weighted average price the district must attain in SY 2017-18 to be in compliance with Paid Lunch Equity. This number is calculated automatically by adding the district's October 2016 Weighted Average Price plus the figure from the Total Price Increase for SY 2017-18 box up to \$0.10.

If your school has different prices for separate grade groupings, you will need to complete the *Step 3* (*Optional*), to determine how to apply the increase to the various grade groupings. This can be found further down on the current page of the PLE Tool.



Enter the number of October 2016 paid lunches, and then alter the prices to meet the new required Weighted Average Price. The new weighted average price should be at least equal to the amount in the required price increase for SY 2017-18 (with 10 cent cap) box (shown above in the purple box).

Once you have completed the Step 3 (Optional), click the "Go to SY 2017-2018 Report".

Total Price Increase for SY 2017-18

Required price increase for SY 2017-18
(with 10 cent cap)
\$ 2.85

Remaining increase carried forward to SY 2018-19

Remaining credit carried forward to SY 2018-19

Go to SY2017-2018 Report

Step 3 (Optional)

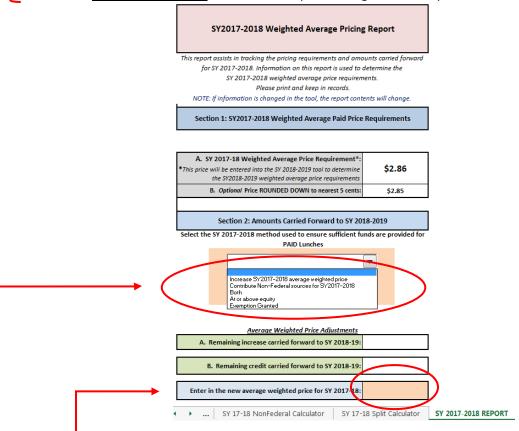
Pricing Estimation Calculator Below is a tool allowing users to manipulate prices to achieve the required new weighted

selow is a tool allowing users to manipulate prices to achieve the required new weighted average price.

Monthly # of Paid Lunch Weighted Average **Paid Lunches** Price Monthly Revenue Price 2,432 \$ 2.75 6,688.00 2. 4,967 \$ 2.90 \$ 14,404.30 3. \$ \$ 5. \$ 6. \$ \$ -8. \$ 9. \$ 10. \$ 2.85 TOTAL 7,399 \$ 21,092.30 \$

SY 2017-18 Report Tab

- If you have decided to increase the price of the paid lunch(es), select the correct drop down from the selection shown below:
 - o <u>Increase SY 2017-2018 average weighted price</u> The SFA chose not to contribute non-federal funds. Enter the weighted average price from the *Step 3 (Optional) Pricing Estimation Calculator*.
 - Contribute Non-Federal sources for SY2017-2018 The SFA chose to contribute non-federal funds.
 Enter the weighted average price from the Step 3 (Optional) Pricing Estimation Calculator.
 - Both The SFA chose to contribute non-federal funds and increase the paid lunch price(s).
- If no price increase was required, select the choice that applies to your SFA shown below:
 - At or above equity The weighted average lunch price is at or above equity. Enter your new weighted average price in the box that appears just below the drop down.
 - Exemption Granted If a PLE exemption was granted and prices did not need to be increased.



• Enter in the new average weighted price for SY 2017-18: This can be calculated on the SY 17-18 Price Calculator tab. If you have only one paid student meal charge, enter this price for SY 2017-18. If you have multiple paid student meal charges but are at or above equity as determined by the PLE tool, use the SY 2016-2017 tab to determine the weighted average price to enter. If your paid student meal charges for SY 2017-18 will remain the same from SY 2016-17, follow the instructions as is on the page. If you plan to increase any or all of your paid student meal charges in SY 2017-18, use SY 2016-17 Monthly # of Paid Lunches figures and alter the respective Paid Lunch Prices to be charged in SY 2017-18 to determine your SY 2017-18 weighted average price. Enter this figure on the Report tab in the box titled Enter the SY 2017-2018 average weighted paid lunch price here.

Congratulations! You have completed the 2017-18 Paid Lunch Equity (PLE) tool. Please save the tool electronically somewhere on your computer that you can find easily. We also recommend that you save a printed copy of the tool to have as a back up to the electronic file. DPI staff will potentially request this information from you before your annual online contract is approved or during an Administrative Review, as part of the required *three* year record retention regulation.

(Continued from page 3)

If you do not know your *SY 2016-2017 Unrounded Price Requirement* or if you have never completed the Paid Lunch Equity Tool, click on the *If you do not know your SY 2010-2011 Weighted Average Price CLICK HERE*.

Step	1
Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement
This is can be found in Section 1: Box A of the SY 2016-2017 REPORT from the SY 2016-17 tool or you may find it below (Price 2)	Requirement price to the nearest cent
	\$ -
Note: Above prices are t SY 2016-2017 price requirement the Consumer Price	by the 2% rate increase plus



SY 2010-2011 Price Calculator Tab

Enter the October 2010 number of paid lunches claimed and the corresponding price charged.

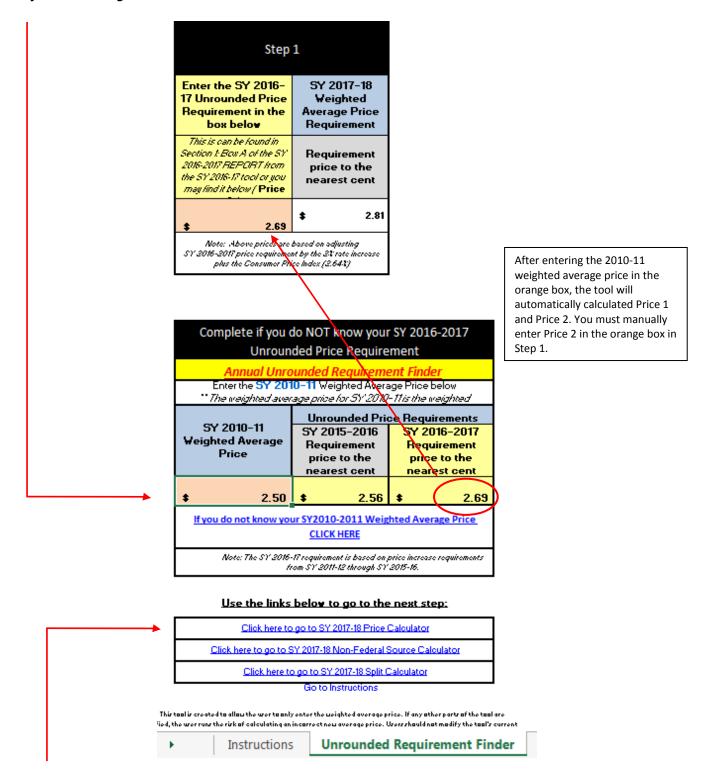
Note: Non-reimbursable meals should not be entered (e.g., adult meals, a la carte purchases).

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2010-11 Weighted Average Price	
1.			\$ -	THE	
2.			\$ -		
3.			\$ - \$ -		
5.			\$ -		
6.			\$ -		
7.			\$ -		
8. 9.			\$ -		
10			\$ -		
TOTAL	-		\$ -	\$ -	is the SY2010-2011 weighted average price
	is tool is created to a	llow the user to			Go to instructions In the related prices. If any other parts of the tool are modified, the us at functionality. December 2016
					\

After you have calculated the *SY 2010-2011 Weighted Average Price*, then go back and manually enter this amount in the *SY 2010-11 Weighted Average Price* box in the Unrounded Requirement Finder.

Enter in your SY 2010-11 Weighted Average Price in the peach SY 2010-11 Weighted Average Price box. Then, enter Price 2 in the Step 1 Enter the SY 2016-17 Unrounded Price Requirement box.

Note: If you do not enter Price 2 in Step 1, the PLE Tool will not calculate correctly. Please verify Step 1 is complete before continuing.



Once the prices have been calculated in the Step 1 box, select the *Click Here to go to the SY 2017-18 Price Calculator* link and *then go to page 5 of these instructions*.

Go to page 5 of these instructions.